

Under 18 Policy and Procedure

1.11 – Sep 2022

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1.3	Simon Duckworth, Head of Student Services	Update	September 2017
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1 Introduction

- 1.1 As you are under the age of 18, you are considered to be a child under the law in England, Wales and Northern Ireland. Therefore, INTO has a duty to safeguard and promote your welfare. We wish to ensure that you are provided with a safe and secure environment in which to study and thrive. The following rules and procedures have been put into place to safeguard you and to encourage you to take responsibility for your own conduct and behaviour and we rely on your cooperation.

2 Student freedom

- 2.1 Universities and colleges in the UK may be very different from those in your country and are not like boarding schools. They are adult environments where nearly all of the students are over the age of 18 and have the freedom and responsibilities of adults. INTO aims to provide you with extra support and assist you in settling into this new environment.
- 2.2 All students who are under the age of 18 must follow a curfew which is implemented 7 days a week. 365 days a year. Students must be in their rooms by 23:00 every evening. The night porters will knock on your door every evening to confirm you are there. If you wish to sign in before, you can do so with either the social and welfare team or the night porters at Reception from 20:30.
- 2.3 Students may leave the centre when they are not in classes but are expected to return to the residences in the evening by 23:00.
- 2.4 If a student wishes to return after 23:00 because they are attending a special event, they should get a parent or guardian to email the completed form in Annexe 1 to into.life@uea.ac.uk 24 hours in advance for permission from either the Welfare Officers or the Head of Student Services. This will be recorded and you will need to sign in on your return.
- 2.5 In the event that a student does not return to the INTO centre by 23:30, the member of staff on duty at the time will attempt to make contact with the student hourly until you are located. If no contact is made the duty staff will instigate a search of the student's room and take measures to locate the student. If the student remains un-located the parents will be informed. If the parents do not know the whereabouts the Head of Student Services or Centre Director will be contacted, who will instigate a further investigation. It is also possible the police will be contacted and you will be reported as a missing person. If you are late for curfew or have missed it entirely your parents will be automatically contacted by the social and welfare team.

3 Nights or weekends away

- 3.1 If a student under the age of 18 wishes to be away from the INTO centre overnight or for a weekend, they must get permission in advance by at least one week. The parents must inform a member of the social and welfare team via into.life@uea.ac.uk of their intended plans using the form in appendix 2. The social and welfare team will then contact the parent or appointed guardian to agree the plans and record this on the curfew register. In all cases, INTO will need to know where the student is going and who they are going to see. Travel plans must be given and an address for where they will be. The student will need to sign in at Reception on their return.

4 Guardianship

- 4.1 A guardian is someone who can act in your parents' place if there are any problems or emergencies. They provide an added level of care for you although your parents continue to have a legal responsibility over you even if they are not living in the UK. Whilst INTO will aim to do everything possible to care for you we cannot take full parental responsibility. We strongly recommend that a guardian who resides in the UK to be appointed by your parents before you arrive. The role of the guardian needs to be agreed between your parents and the appointed person. Details of the guardian or evidence of an alternative arrangement should be provided to us.

5 Visitors

- 5.1 All visitors must follow the same notification as students, they must inform the duty staff when they arrive and again when they leave the INTO centre. Visitors must be escorted at all times whilst they are on the premises, they are not permitted to stay overnight in the INTO centre and are expected to leave by 23:00.

6 Alcohol, cigarettes and other restricted goods and services

- 6.1 In the UK it is illegal for alcohol or cigarettes to be sold to anyone under the age of 18. It is illegal for anyone under the age of 18 to buy alcohol or cigarettes. Under English law it is a criminal offence to smoke in a public building or enclosed place used by the public. INTO University of East Anglia does not allow smoking or drinking of alcohol by any student either in the main teaching block or in its residences. If a student wishes to smoke there is a designated area accessed by the door between Section 11 and 12 by the vending machines.. Any student fined smoking outside of this area will be fined £100 and if caught a second time they will be fined £200 and could be evicted from living at INTO accommodation.
- 6.2 There are also age restrictions for a number of other goods and services in the UK. Students under the age of 18 are not able to buy solvents, gas lighter refills and some DVDs and computing games. Students under the age of 18 are also restricted entrance to films with an 18 certificate, nightclubs and bars.

7 Driving in the UK

- 7.1 There are very strict regulations in place for international students who wish to drive in the UK. If it is absolutely necessary for you to drive, please see www.dvla.gov.uk for further detailed information.

8 Conduct and behaviour of students

- 8.1 All students are expected to treat other students, staff and visitors of INTO and the University of East Anglia with respect, dignity and fairness. Students under the age of 18 are treated in the same way as other students and are expected to take responsibility for their own behaviour. A copy of the Student Code of Conduct and Disciplinary Policy and Procedure will be given to all students on arrival at INTO and a copy is available on request.

9 Attendance

- 9.1 INTO requires all students to attend 100% of classes and to attend all classes on time, unless you are ill or have been granted authorised absence by your Programme Manager. If you persistently miss class you will be given a formal warning and will be notified of this. INTO reserves the right to permanently exclude you from your course for poor attendance. In addition to the standard attendance monitoring procedures, the following will also apply:
- If you miss your class your teacher will notify the Social and Welfare Officers immediately and you will be contacted by a member of staff;
 - If contact cannot be made, a search will be instigated and the Missing Student procedure carried out if the need arises.

10 Disciplinary action

- 10.1 If you fail to meet INTO's expectations for attendance or behaviour and conduct, you are likely to face disciplinary action.
- 10.2 If, for any reason, disciplinary action is taken against you, your parents will be informed. They will be told why you were disciplined, what is expected of you in the future and what will happen if you fail to meet the expectations.
- 10.3 In the unlikely event of you being permanently excluded from INTO, you will not be asked to leave INTO before your parents have been informed and the chance to make arrangements for you to return home.
- 10.4 A copy of the Student Code of Conduct and Disciplinary Policy and Procedure is available on request.

11 Student Services staff/Social & Welfare Officers

- 11.1 INTO has a number of Student Services staff whose role it is to look after the welfare of all of our students. Within the team there are dedicated Social and Welfare Officers whose principle role is the welfare and pastoral care of you. Their role includes helping you with personal problems (emotional, academic, family, financial) and crisis management involving, for example, accommodation issues as well as aiming to make sure that any accommodation provided to you by the centre is suitable. They will also act as the first point of contact in the centre for you if you require other support services, such as counselling or arrangements because of a disability. They will maintain records of you and your agent's details. They also hold meetings during term time and where possible offer out-of-hours emergency support, such as attending hospital or the police station with you, acting as an appropriate adult if your guardian or parent cannot be contacted. They also have responsibility for daily attendance monitoring.

12 Personal Mentor

- 12.1 All INTO students are assigned a personal mentor at the beginning of the academic year. Personal mentors are available to discuss and deal with any issues which might arise as a resident student of INTO.

13 24-Hour emergency support

- 13.1 INTO has a 24 hour emergency support line, which means you can contact someone from INTO day and night, no matter where you are when you have an emergency. You should make sure that you have the number on your phone. The emergency number is +44(0) 7986 957 047.
- 13.2 **Please note that this number should only be used for emergencies and not for general enquiries.**

14 Accommodation

- 14.1 All students under the age of 18 are required to stay in the appointed INTO residential accommodation. If you wish to arrange your own accommodation, you will need to stay with the appointed guardian agreed by your parents. A signed agreement by your parents is required and needs to be provided to INTO admissions team and the student services team.
- 14.2 All INTO accommodation includes either electronic control of access and/or 24/7 staffed security.

15 Contact with parents

- 15.1 INTO provides access to all students, a large number of PCs in the centre, which can be used to make internet calls, such as Skype. In addition, in an emergency, free direct dial contact can be made from phones on the welcome desk. We strongly advise you to make contact with your parents regularly.
- 15.2 INTO will contact your parents with regular reports on your progress, we may also contact them on an ad hoc basis if we have any concerns about your studies, health or wellbeing.
- 15.3 Your parents will receive a copy of this policy for their information.

16 Complaints

- 16.1 INTO has a written Non-Academic Complaints Procedure which is available to all students.

17 Medical services

- 17.1 If you are studying at INTO on a course lasting for 6 months or longer, you are entitled to receive free medical care under the National Health Service (NHS). You will need to register with the University Medical Centre or a doctor's surgery near your accommodation. The doctors are called General Practitioners (GPs). It is important that you inform your GP of any medical conditions you have and provide them with medical evidence if available. The student services team will be able to provide you with the details of local GPs.
- 17.2 If you are studying at INTO for less than 6 months, you will be able to get medical treatment from your medical centre; however, you will have to pay for treatment in the first instance and they you may be able to reclaim the cost from your insurance.
- 17.3 Please note that you are expected to give your own consent for medical treatment and your wishes will be respected by medical staff.

- 17.4 INTO will not administer medication or supervise the taking of medication. If you are unable to take care of yourself, INTO is likely to contact your parent or guardian but will try to take your wishes into account where practicable. If in unfortunate circumstances you are deemed to be unfit to make your own decision, for example, if you are unconscious, the hospital and the doctor will follow formal procedures and contact your next of kin.

18 Dental Services

- 18.1 If you are under the age of 18 there is no charge for dental treatment; however, some cosmetic procedures may cost money. It may be possible to reclaim the charge for emergency dental work from your insurance. Please refer to your individual insurance policy for details.

Student Agreement

I have read and fully understand the Under 18 Policy and Procedure including:

- My parents/guardians and the police will be contacted if I miss curfew and cannot be located
- INTO offer support 24/7 and I should store the number +44 7986957047 in case I need assistance
- I need permission to stay away from INTO submitted at least a week in advance to into.life@uea.ac.uk

Student Number:

Student Name:

Signature:

Date:

Appendix 1: Information parent/guardian to provide when requesting curfew extension

Please return to into.life@uea.ac.uk 24 hours in advance

Your name and relationship to student:	
Your contact telephone and email:	
Curfew extension request (date, and time of return):	
Transport arrangements (inc taxi company where applicable):	
Name of destination (eg Odeon Cinema) and activity	
Name and contact number of other person(s) accompanying on trip	
Relationship of accompanying person to student (i.e. friend/family):	
Any additional relevant information:	

Appendix 2: Information parent/guardian to provide when requesting permission for student to stay away from INTO

Please return to into.life@uea.ac.uk 7 days in advance

Your name and relationship to student:	
Date and time of departure from INTO:	
Date and time of return to INTO:	
Transport itinerary for trip:	
Activities planned during trip:	
Names, phone number(s) an relationship to student of any travelling companion(s):	
Accomodation address:	
Contact name and contact number at destination:	
Relationship of contact to student (i.e. friend/family):	
Any additional relevant information:	